

	Portales Police Department Standard Operating Procedure & Policy	SOP #	313.01
		PER. #	13.01
1700 N. Boston St. Portales NM, 88130	Awards	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. Awards

It is the policy of this department to provide formal recognition to both sworn officers and civilian employees for acts of distinguished service or outstanding individual achievement.

II. Recommendations

- A. Any member of the Department having personal knowledge of an act of heroism, law enforcement action or an outstanding act of public service being performed by a member of this Department, may submit a recommendation for an award to the Chief of Police.
- B. The following process will be followed when submitting a recommendation:
 - 1. All recommendations shall be submitted within ninety (90) days of the event or act.
 - 2. All recommendations shall be submitted in writing and forwarded through the writer's chain of command to the Chief of Police.
 - 3. The Chief will review the recommendation and, if appropriate, forward the recommendation to the Award Committee for review and evaluation.
 - 4. Upon completion of the review, the Award Committee will notify the Chief of their findings and recommendations.
 - 5. The Chief will approve or disapprove the issuance of the award, and will make the final decision on the type of award, if any.

III. Review and Evaluation

- A. An Awards Committee shall be established for the purpose of reviewing, processing, and making recommendations concerning awards to nominees in consideration for the following award:
 - 1. Medal of Valor
 - 2. Meritorious Service Award

3. Purple Heart
 4. Life Saver Award
- B. The committee will meet when deemed necessary by the Chief.
- C. The Awards Committee will be comprised of five (5) members, appointed for a two-year term, every other January by the Chief or his designee. The committee shall be comprised of the following:
1. (1) Lieutenant (Chair)
 2. (1) Sergeant (Secretary)
 3. (2) Officers
 4. (1) Civilian Employee
- D. The Awards Committee must have three (3) members present, and the chair to have a quorum.
- E. The committee may request anyone to appear as a witness and may examine reports, personnel files, and any evidence deemed necessary.
- F. The committee will make recommendations on each letter that is approved and forwarded to them by the Chief for review.
- G. The function, duty and responsibilities of the Awards Committee may be delegated to other established committees at the discretion of the Chief.

IV. Award Categories

A. Medal of Valor

An outstanding act of bravery or heroism, which places the employee's life at great risk and/or results in the saving of a life. Any employee that is selected for this award will receive a "Medal of Valor" with ribbon and commendation bar.

B. Meritorious Service

A particularly notable accomplishment in the line of duty showing outstanding initiative and achievement. Any employee selected for this award will receive a "Meritorious Service" medal with ribbon and commendation bar.

C. Purple Heart

A severe injury to a sworn member, received in the line of duty that is intentionally inflicted by an adversary or during an intentional battery upon the Officer. Any Officer that is selected for this award will receive a "Purple Heart" Medal with ribbon and

commendation bar.

D. Life Saver

An outstanding act of heroism which results in the saving of a life. Any employee that is selected for this award will receive a “Life Saver” Medal with ribbon and commendation bar.

V. Nominations and Documentation

- A. All nominations must be typed and the incident described in a concise and complete manner. Nominations must contain a narrative summary stating why the candidate should receive the award.
- B. Supporting documentation is encouraged. Supporting documentation is any document that would enhance the nomination and strengthen its award potential. For example, newspaper articles, photographs, witness statements, medical reports, police reports, outside agency reports, and related Division or Departmental reports.
- C. Each nominating letter must have the endorsement of the person making the nomination and the endorsement of the candidate’s immediate supervisor. These endorsements shall mean that each person endorsing the candidate concurs with the facts identified in the narrative summary and that each of the stated requirements for eligibility are met.

VI. Eligibility

- A. All sworn personnel who demonstrates their ability to perform the duties and fulfill the responsibilities of their present assignment in an above average manner, shall be eligible for an award.
 1. A candidate must not have had, in the previous 90 days, a chargeable accident or any complaint that has or could result in disciplinary action.
- B. All civilian personnel employed by the department, who demonstrates their ability to perform duties and fulfill the responsibilities of their present assignment in an above average manner shall be eligible for an award.
 1. A candidate must not have had, in the previous 90 days, any complaint that has or could result in disciplinary action.

VII. Award Presentations

- A. Recipients of departmental awards will be honored and presented the award(s) at an awards ceremony to be scheduled by the Chief. The recipient will receive an appropriate medal, engraved with their name and the date of the action for which it was awarded, and an appropriate ribbon bar.
- B. In the presence of his/her peers, the award will be presented by the Chief or his

designee.

- C. A picture of each awardee and a narrative summary covering the award will be given to the news media for release, with the awardee's permission.

VIII. Wearing of Awards

- A. Departmental Personnel may wear a Medal with ribbon, which has been awarded while wearing a Class – A uniform only. It may be worn while attending award functions sponsored by outside law enforcement agencies and/or civic organizations. It may also be worn to a special function when requested and authorized by the Chief or his designee.
- B. Departmental Personnel will not wear an awarded Medal with ribbon outside of the special circumstances listed.
- C. Personnel who have been awarded a commendation bar may wear this award on Class – A and Class – B uniform shirts.
- D. The commendation bar will be centered above the right breast pocket flap, directly above the seam of the pocket. Should personnel receive more than one commendation bar award, the commendation bars will be centered above the pocket, next to each other. The commendation bars will be worn from left to right, in the following order, if more than one has been awarded:
 1. Medal of Valor, Purple Heart, Meritorious Service and Life Saver.
- E. The Department will provide all Medals, Ribbons and Commendation bars. No other duplicates or replacements are authorized.